

The Portal Content Editor

A handy tutorial to creating new Portal Web Pages

Adding New Content in the Portal

In order to add new content in the Portal, you first need to access your departments group contact page.

- From the Side Menu , Click “My Groups”
- Find your departments entry under the “My Groups” section
- Click the title of your groups, which will link to that groups contact page.

The image shows a screenshot of the MyUSF portal interface. On the left, a side menu contains several options: Home, Email (Outlook), Calendar, My Groups, Office 365, and Bookmarks. A black arrow points from the 'My Groups' option in the side menu to the right. On the right, the 'My Groups' section is displayed. It features a header with 'My Groups' and two buttons: 'See all groups' and 'Create a group'. Below the header, there is a card for 'Your Department' with a USF logo, the text 'Your Department', and a description: 'A temporary department used to demonstrate the content editor'. A green arrow points from the 'Your Department' title to the right, with the text 'Link to contact page' written on it. In the top right corner of the 'Your Department' card, there is a green button labeled 'Administrator'.

Adding New Content in the Portal

The group contact page lists the details for the group as well as gives you 4 different types of content to create. By clicking on the “Add New...” drop down, options to create new

- Calendar Events
- Web Page
- Photo Album

The screenshot displays the 'Your Department' interface. At the top left, there is a 'MyUSF' logo. Below it, contact details for Mike Mateja are listed: Contact Person: Mike Mateja, Email: mmateja@stfrancis.edu, Phone: 815-768-8395, and Address: 500 Wilcox Street. A note below the address states: 'A temporary department used to demonstrate the content editor'. On the right side, there is a navigation menu with three buttons: 'Edit Group Information', 'Members', and 'Add New...'. A green arrow points to the 'Add New...' button. A red box highlights the 'Add New...' dropdown menu, which contains three options: 'Calendar Event', 'Web Page', and 'Photo Album'. A blue arrow points to the 'Web Page' option, which is also circled in blue. At the bottom right of the page, there is a 'Leave group' button.

Let's Create a new Web Page.

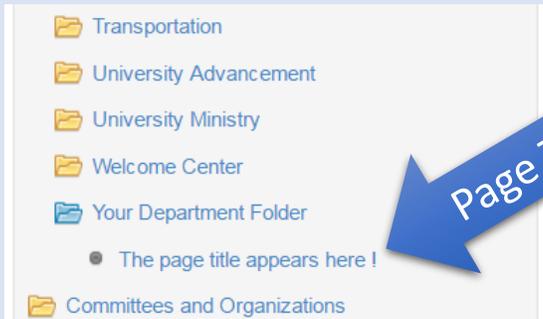
Click on “Web Page from the drop down menu to begin.

The Page Editor

allows for creation of a **page title**, selection of content type , adding and editing of page content and allows the page to be searchable.

The Page Title

- Can be a max of 250 Characters
- Should be unique
- Will appear in the Portal Folder Menu exactly as typed here



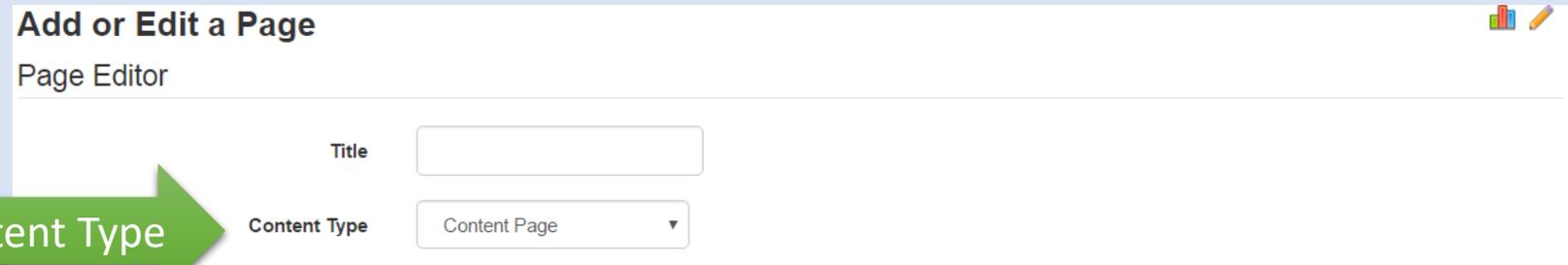
A screenshot of the "Add or Edit a Page" form in a Page Editor. The form has a title field and a content type dropdown menu. A green arrow points from the text "Page Title Entered" to the title field. Below the form is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. At the bottom of the form, there is a "Searchable?" checkbox labeled "Yes" and the text "Should users be allowed to search for this page?".

The Page Editor

allows for creation of a page title, **selection of content type** , adding and editing of page content and allows the page to be searchable.

The Page's Content Type

- Can either be a:
 - Content Page
 - Menu Item

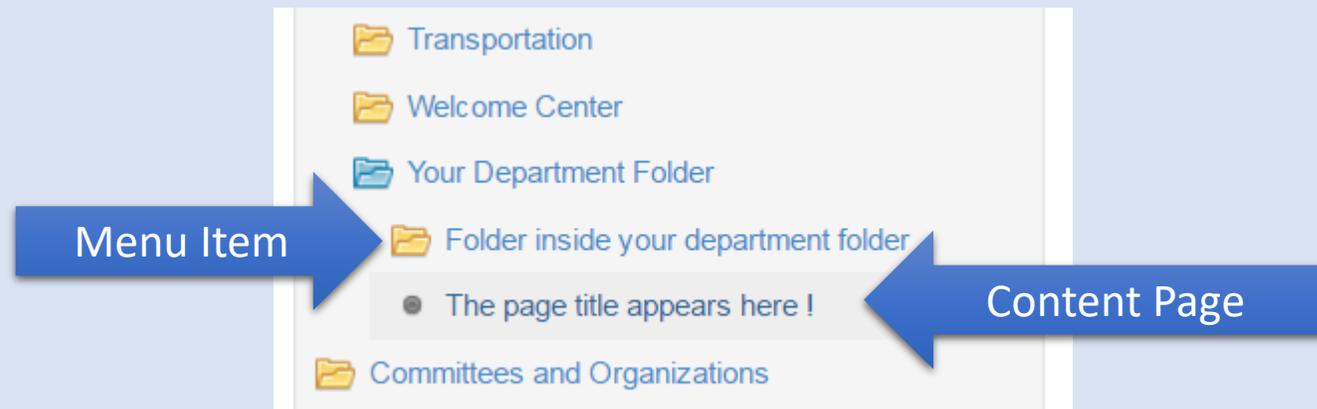


Add or Edit a Page  

Page Editor

Title

Content Type



Transportation

Welcome Center

Your Department Folder

Folder inside your department folder

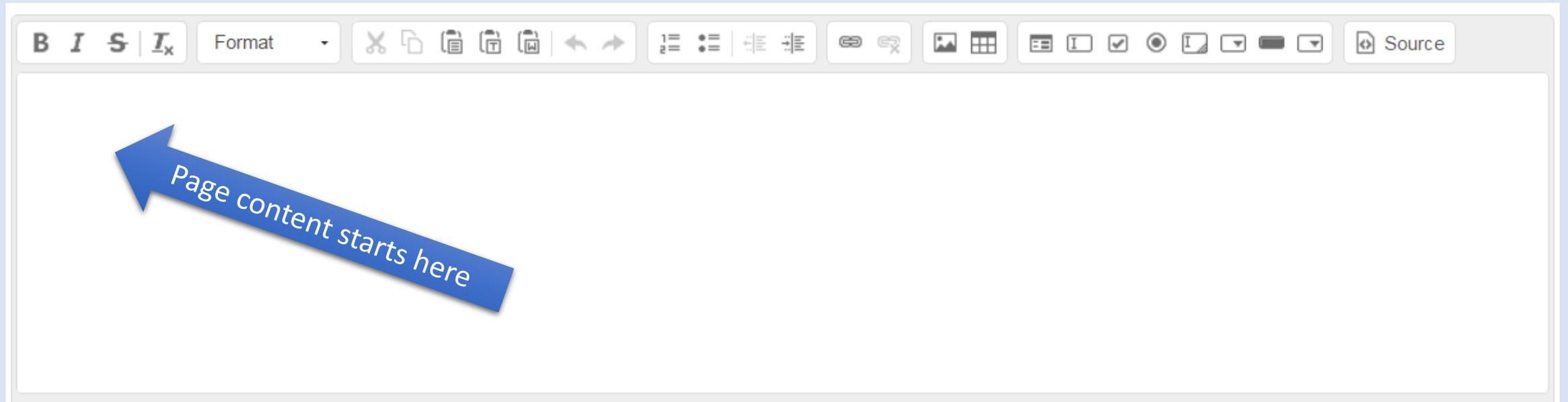
• The page title appears here !

Committees and Organizations

The Page Editor

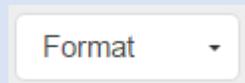
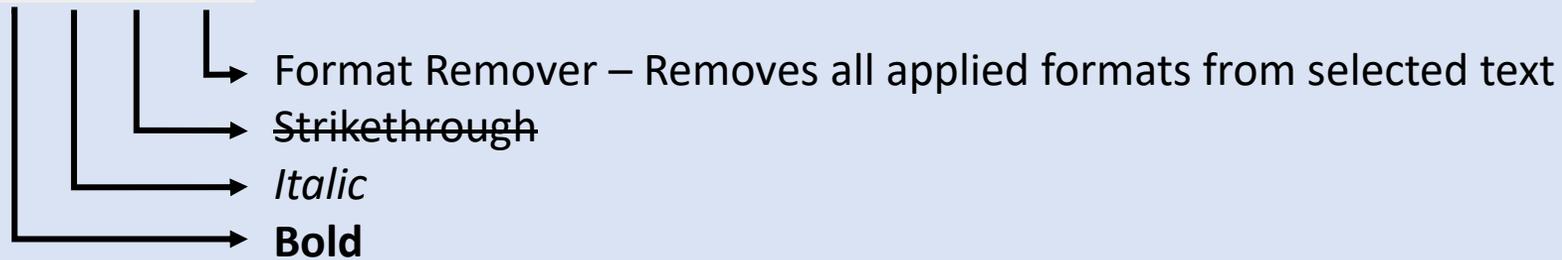
allows for creation of a page title, selection of content type , **adding and editing of page content** and allows the page to be searchable.

The Page's Content goes here. It can be edited with a variety of tools in the Content Editor.
Lets take a closer look at each tool.



The Content Editor

Tools section has shortcut buttons for **basic text formatting**, text editing, List making, Link, picture, and table inserting, and form building.



The format dropdown allows the user to choose from a select of different Font formats. Click the dropdown arrow to see a example of each. If you begin to type in the text area without selecting a format, it will be set to “Normal” by default.

The Page Editor

Tools section has shortcut buttons for basic text formatting, **text editing**, **List making**, Link, picture, and table inserting, and form building.



- Redo the last action
- Undo the last action
- Paste from Word (This allows you to retain all the Microsoft Word formatting applied)
- Paste as plain text (This removes any formatting that could be applied)
- Paste
- Copy
- Cut



- Increase Indent (used to create layered lists)
- Decrease Indent (used to create layered lists)
- Insert or removes a Bullet List
- Insert or removes a Numbered List

The Page Editor: Hyperlink Controls

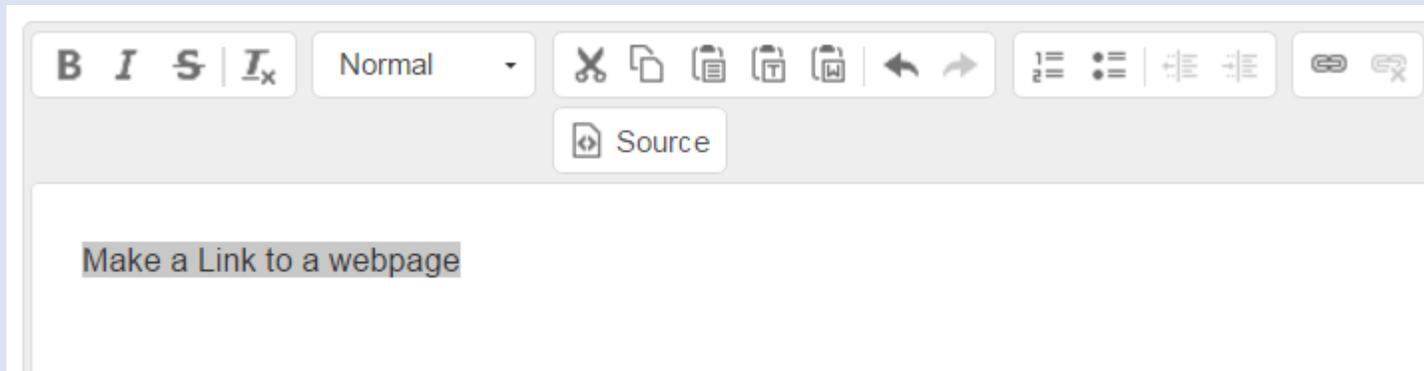
Tools section has shortcut buttons for basic text formatting, text editing, List making, **Link**, picture, and table inserting, and form building.



Hyperlink Controls



Removes existing Hyperlink
Creates a Hyperlink



In order to create a Hyperlink:

- Highlight the text you wish to use
- Click the  shortcut
- Follow the pop up screens

The Page Editor: Hyperlink Controls

Creating a Hyperlink for your web page

- First, you need to enter the text exactly as you want it to be displayed as the link on the page.
- Second, Select the Link Type. The Hyperlink pop-up window offers 3 options when creating a link.
 - You can choose from:
 - URL
 - Link to an Anchor in the text
 - E-mail

The **URL Link Type** is the **only one you will need** to use. We will review this option in the next slides

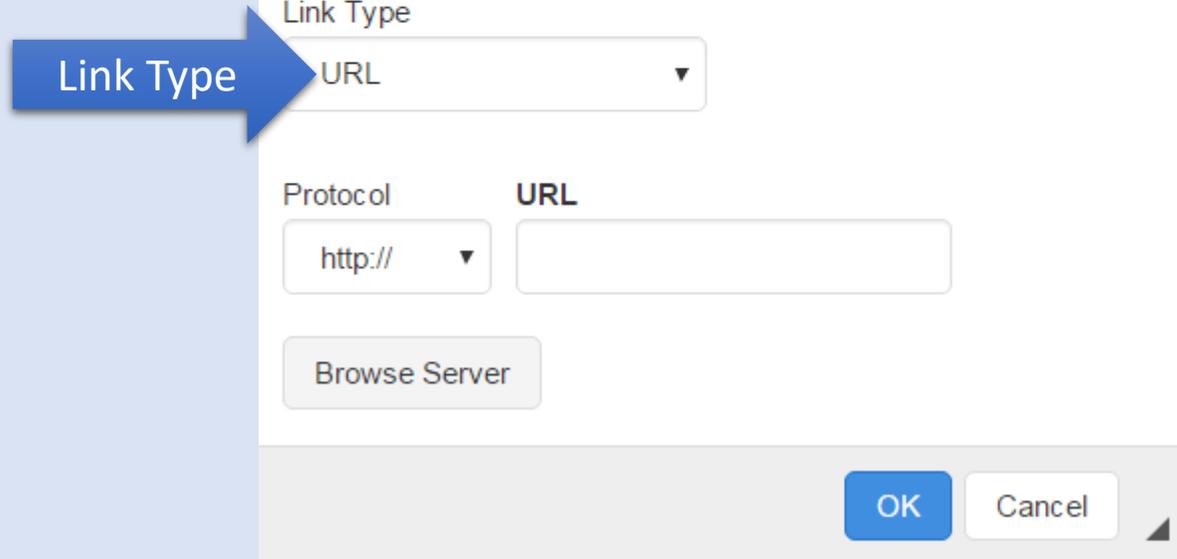
The screenshot shows a 'Link' dialog box with the following elements:

- Link Info** (selected tab), **Target**, **Upload**
- Display Text**: (An arrow labeled "Edit Link text" points to this field.)
- Link Type**: (An arrow labeled "Select Link Type" points to this field.)
- Protocol**: (dropdown menu)
- URL**:
- Browse Server** (button)
- OK** (button), **Cancel** (button)

The Page Editor: Hyperlink Controls: URL Link Type

Creating a Hyperlink for your web page using the URL Link Type

- When selecting the URL Link Type.
 - This allows you to send the user to an outside web page
 - or
 - to allow the user to download a file



The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Upload'. The 'Link Info' tab is active. It contains the following fields and controls:

- Display Text:** A text input field containing 'Make a Link to a webpage'.
- Link Type:** A dropdown menu with 'URL' selected. A blue arrow labeled 'Link Type' points to this dropdown.
- Protocol:** A dropdown menu with 'http://' selected.
- URL:** An empty text input field.
- Browse Server:** A button located below the URL field.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

The Page Editor: Hyperlink Controls: URL Link Type

Creating a Hyperlink to an outside web page using the URL Link Type

- To send a user to an outside web page
 - Select the proper protocol (http://)
 - Enter the web address in the URL text box
 - Example: www.google.com
 - Click “OK”

Link

Link Info Target Upload

Display Text

Make a Link to a webpage

Link Type

URL

Protocol URL

http://

Browse Server

OK Cancel

Select Protocol

Enter Web Address

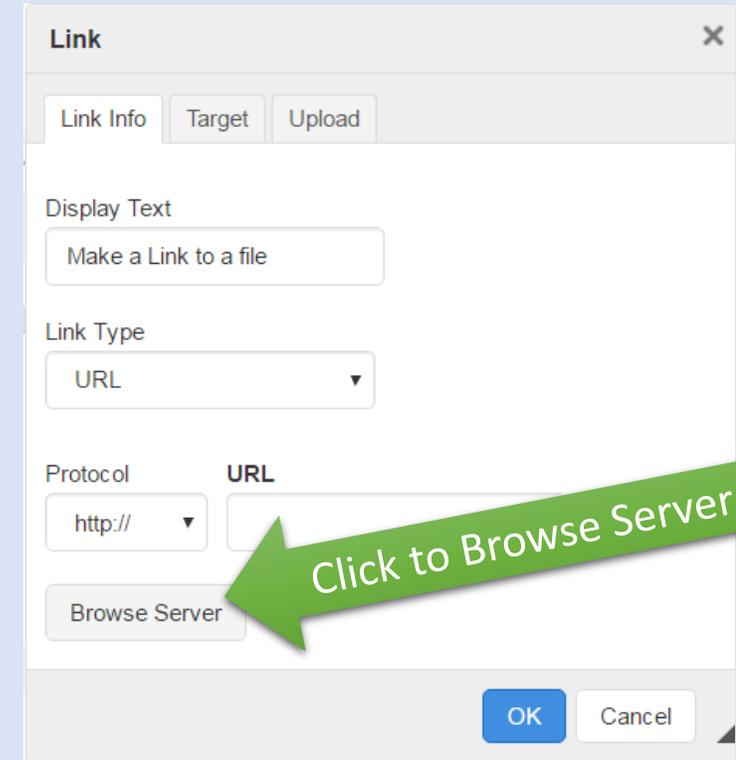
Click OK

The Page Editor: Hyperlink Controls: URL Link Type

The Hyperlink pop-up window offers 3 options when creating a link.

- To allow the user to download a file
 - Click “Browse Server”. A list of files that you have previously used on this web page will be available to choose from.
 - If you see the file you want, click on it.
 - If the file you want is not there, you will need to follow the following directions to “Upload” it

The following slides will walk you through the Uploading process



Link

Link Info Target Upload

Display Text

Make a Link to a file

Link Type

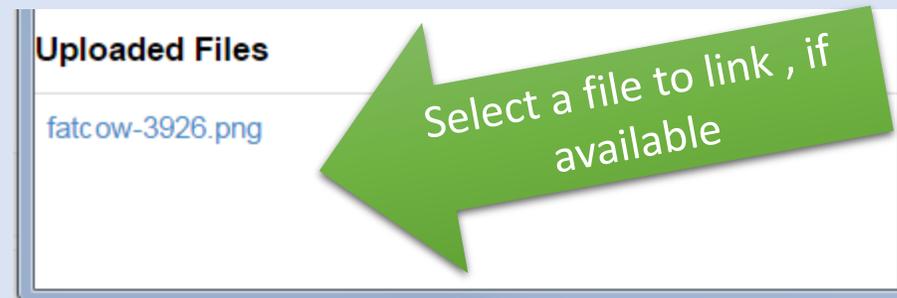
URL

Protocol URL

http://

Browse Server

OK Cancel



Uploaded Files

fatcow-3926.png

Select a file to link, if available

The Page Editor: Hyperlink Controls: URL Link Type

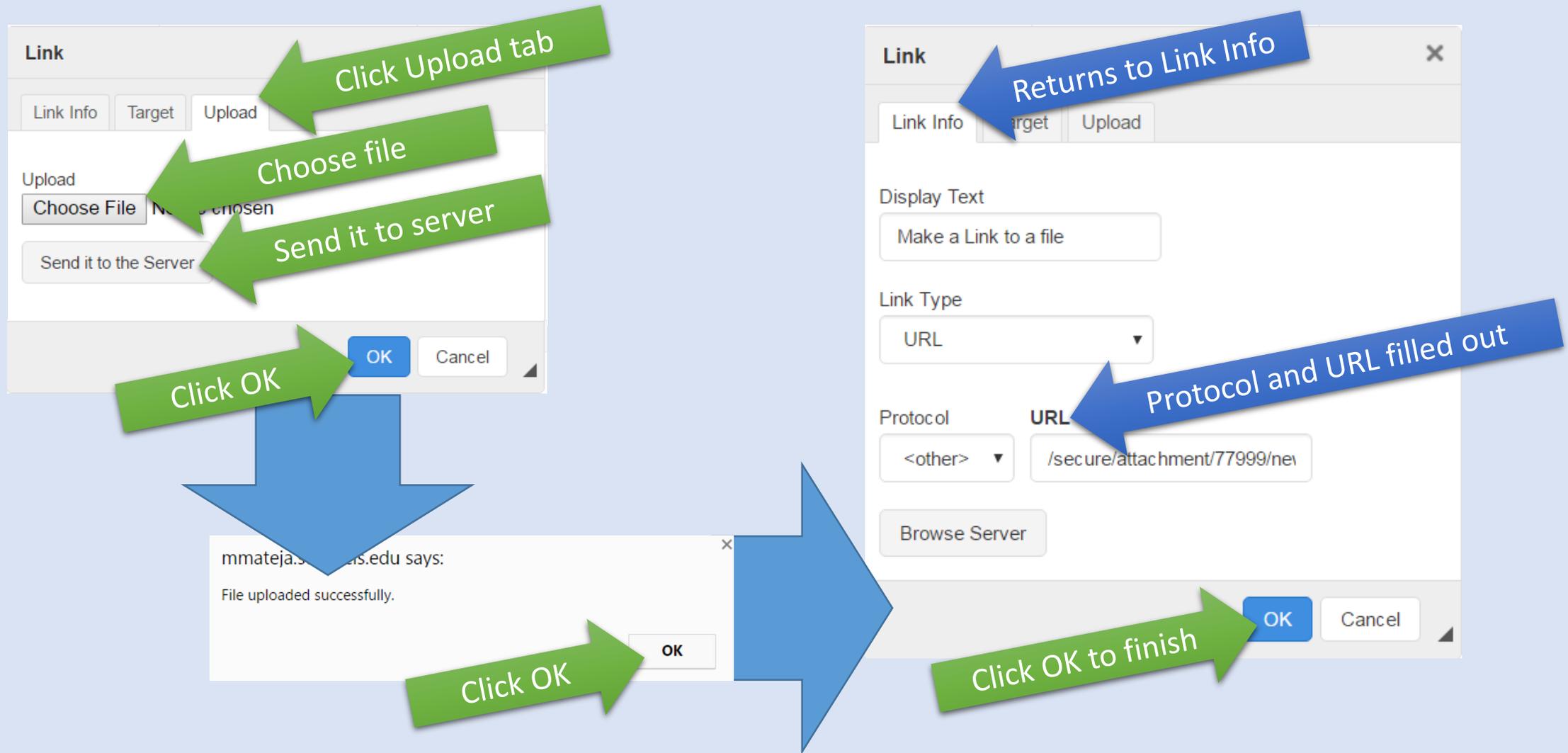
The Hyperlink pop-up window offers 3 options when creating a link.

- To allow the user to download a file
 - You must first Upload a file. Click on the “Upload” tab
 - Click the “Choose File” Button
 - This will open a file dialog window, where you can navigate to the file location and select it
 - Next, Click the “Send it to the Server” button
 - A pop-up box will alert you that the file upload was successful.
 - The link Dialog box will automatically return to the “Link Info” tab
 - The Protocol and URL text boxes will be filled out with the files server location (do not edit this)
 - Click “OK” to create the link and finish

(See next slide for pictures)

The Page Editor: Hyperlink Controls: URL Link Type

The Uploading a file for download process in pictures



The Page Editor: Hyperlink Controls

Tools section has shortcut buttons for basic text formatting, text editing, List making, **Link**, picture, and table inserting, and form building.



Hyperlink Controls

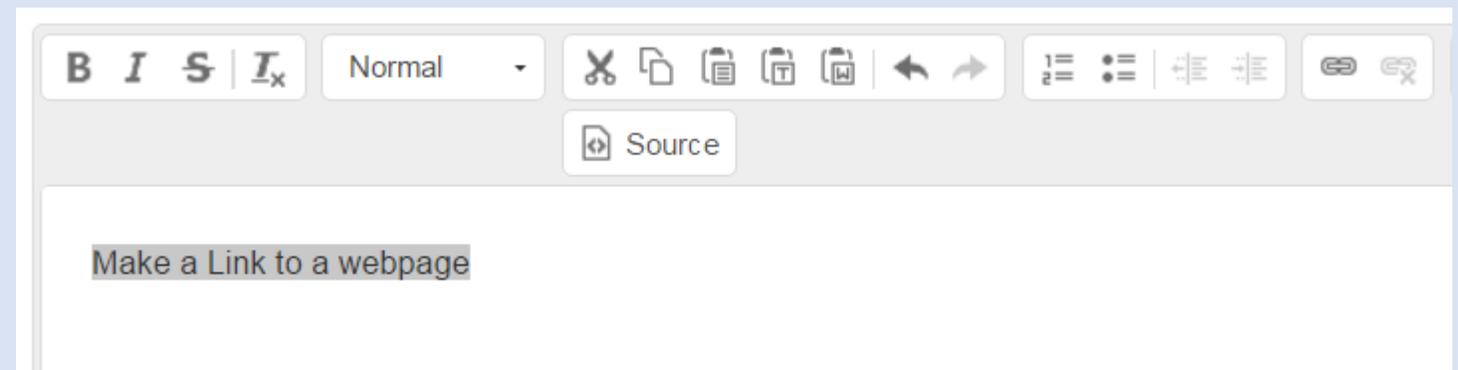


Removes existing Hyperlink

Creates a Hyperlink

If you want to remove a hyperlink that you have created:

- Highlight the link you wish to remove
- Click the  shortcut
- Link will then be removed leaving behind only the link's text



The Page Editor: Insert Controls

Tools section has shortcut buttons for basic text formatting, text editing, List making, Link, **picture, and table inserting**, and form building.



Inserts a Table
Inserts an Image

To insert an image into your Content page, Click the  button.

To insert a table into your Content page, Click the  button.

Both controls open a dialog box to assist in the insert.
We will review the options in these dialog boxes, in the following slides.

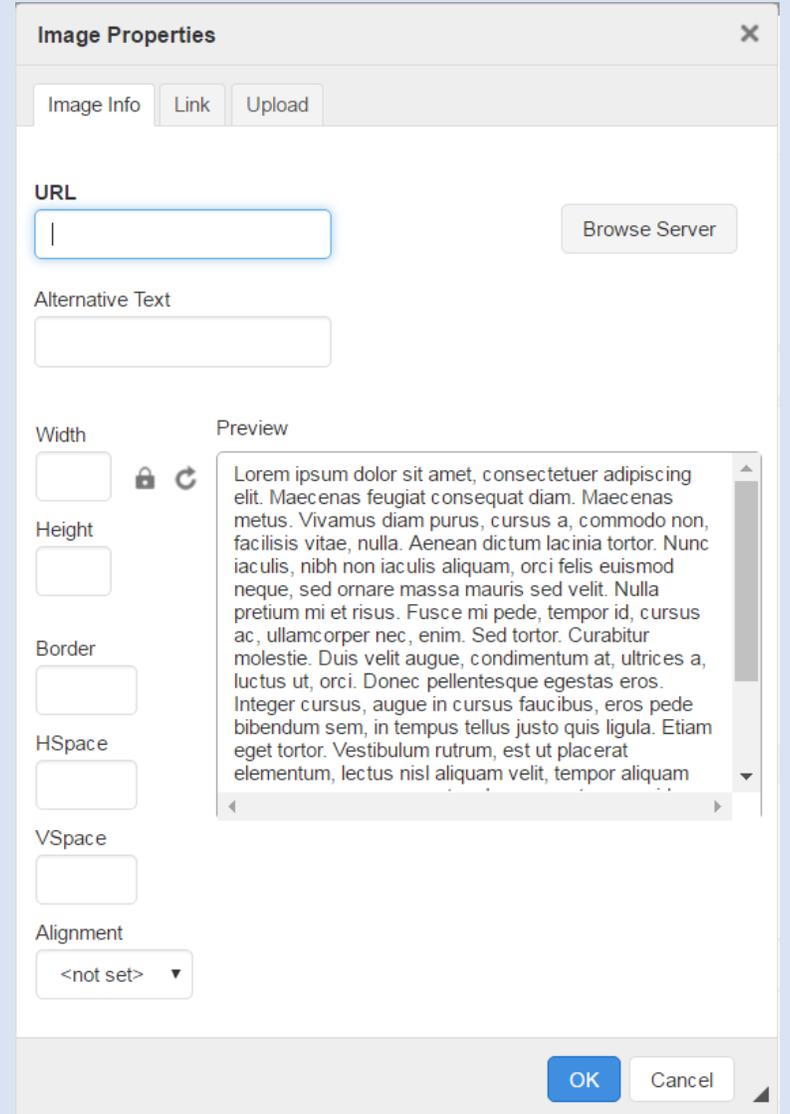
The Page Editor: Insert Controls: Image

Tools section has shortcut buttons for basic text formatting, text editing, List making, Link, **picture, and table inserting**, and form building.

When the  is clicked, the Image Properties dialog box will appear.

In the Image Properties dialog box you can:

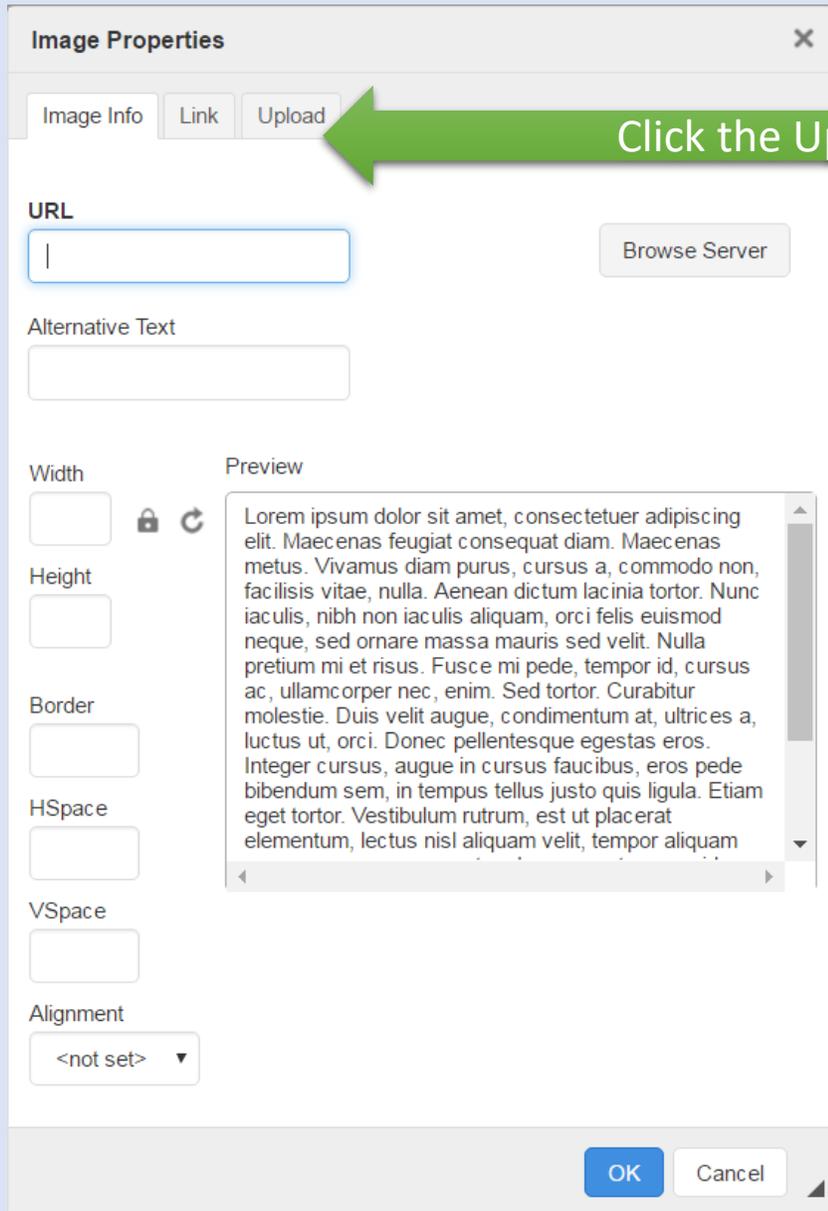
- Enter the URL of the image you wish to insert
 - This image could be downloaded from
 - USF servers
 - Uploaded from your computer
 - Anywhere in the internet (imgur, twitter, etc.)
- Enter Alternative Text for your image in case it does not display do to technical difficulties.
- View a Preview of the image
- Modify the Width or Height of the image
- Add a boarder or extra space around the image
- Set the image's page alignment



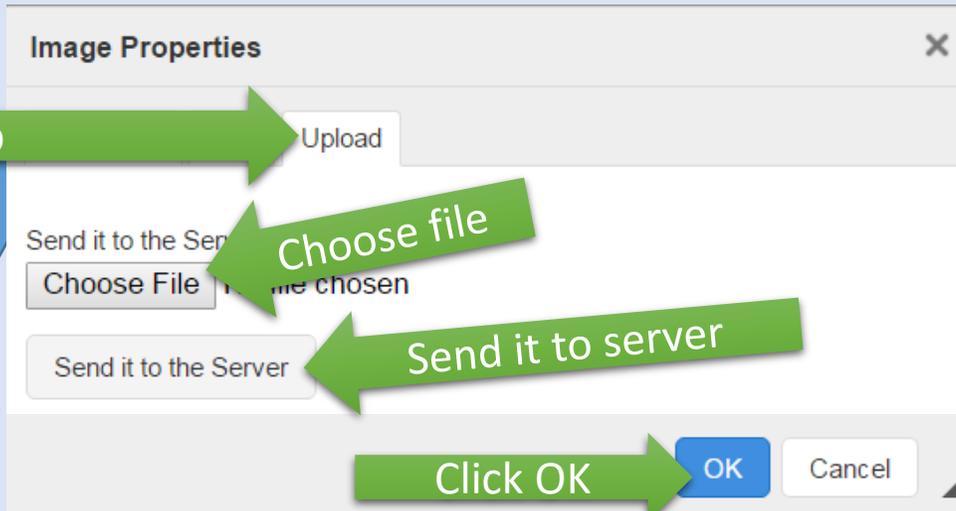
The screenshot shows the 'Image Properties' dialog box with the following fields and options:

- Image Info** | **Link** | **Upload**
- URL**: A text input field with a 'Browse Server' button to its right.
- Alternative Text**: A text input field.
- Width**: A text input field with a lock icon and a refresh icon to its right.
- Height**: A text input field.
- Border**: A text input field.
- HSpace**: A text input field.
- VSpace**: A text input field.
- Alignment**: A dropdown menu currently set to '<not set>'. Below it are 'OK' and 'Cancel' buttons.
- Preview**: A scrollable text area containing Lorem Ipsum placeholder text.

The Page Editor: Insert Controls: Uploading Image



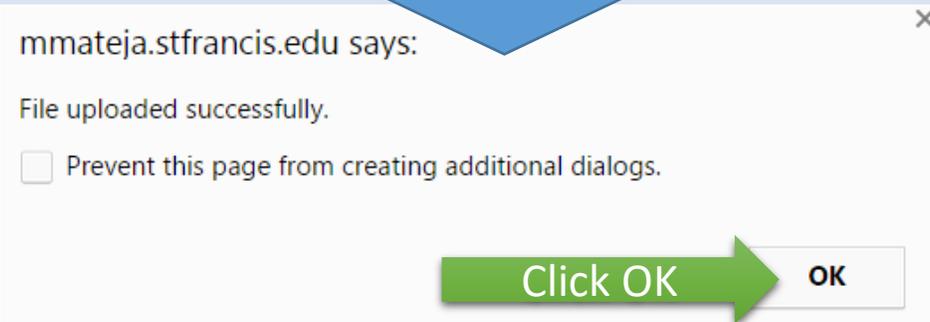
Click the Upload Tab



Choose file

Send it to server

Click OK



Click OK

Continue

The Page Editor: Insert Controls: Uploading Image

Image Properties

Image Info Link Upload

URL
/secure/attachment/78026/US

Browse Server

Alternative Text

Width
298

Height
179

Border

HSpace

VSpace

Alignment
<not set>

Preview

UNIVERSITY OF
ST FRANCIS
JOLIET, ILLINOIS

ipsum dolor sit amet, consectetur adipiscing elit. Maec

OK Cancel

Add Alternative Text

Pre-inserted size

Add a boarder or space around the image

Set alignment to Left or Right

Pre-inserted URL for uploaded image

Preview

Click OK

An Image can be browsed for on USF servers if it has already been uploaded for this content page. Just like when attaching a Link. (on slide 14)

The Page Editor: Insert Controls: Table

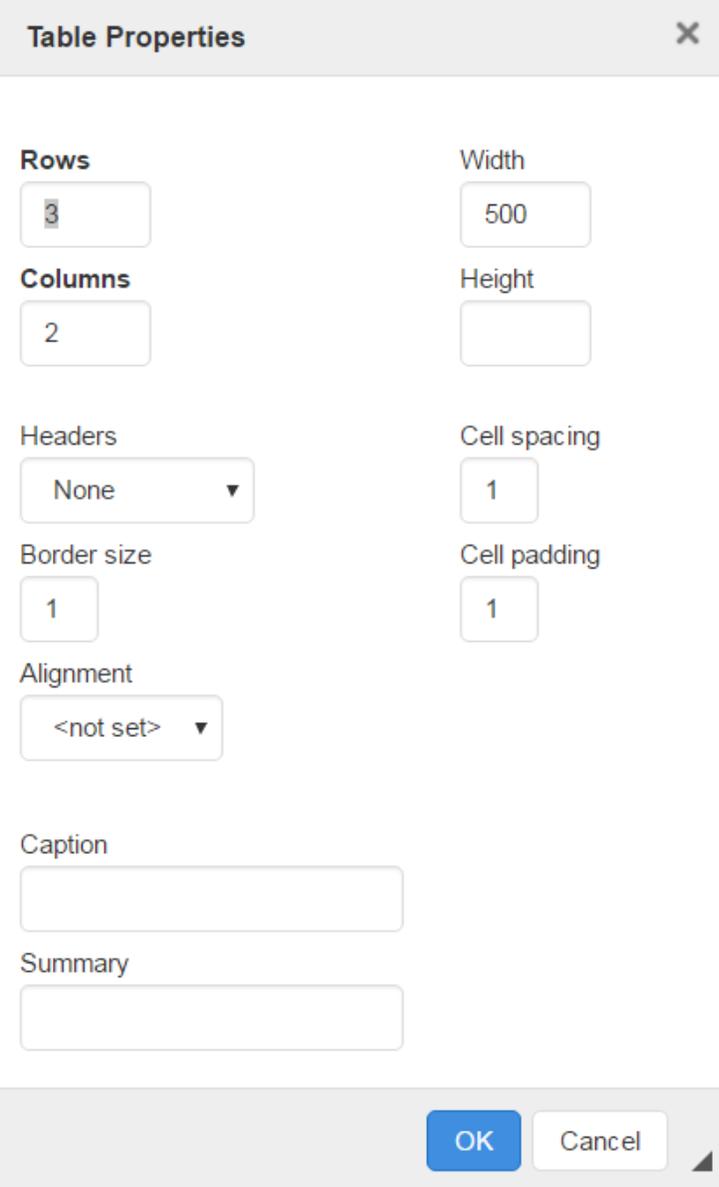
Tools section that has shortcut buttons for basic text formatting, text editing, List making, Link, **picture, and table inserting**, and form building.

When the  is clicked, the Table Properties dialog box will appear.

Table are useful for organizing information.

In the Table Properties dialog box you can:

- Create a Table with a specific amount of Rows and Columns
- Specify the overall size of the table in pixels
- Add a boarder, or spacing in and around the table cells
- Set a table alignment
- Add a Caption (title) to the table



The image shows a 'Table Properties' dialog box with the following settings:

Property	Value
Rows	3
Columns	2
Width	500
Height	
Headers	None
Border size	1
Alignment	<not set>
Cell spacing	1
Cell padding	1
Caption	
Summary	

Buttons: OK, Cancel

The Page Editor: Insert Controls: Table

Here is an example of the Table Properties, the table as viewed in the Content Editor and the final view of the same table displayed in the Portal

Table Properties

Rows
3

Columns
4

Width
800px

Height

Headers
First Row

Cell spacing
2

Border size
5

Cell padding
2

Alignment
Center

Caption
This is the Caption

Summary

OK **Cancel**

Table as viewed in the Content Editor

This is the Caption

Header Column 1 - Row 1	Header Column 2 Row 1	Header Column 1 -Row 1	Header Column 1- Row 1
Column 1 - Row 2	Column 2 - Row 2	Column 3 - Row 2	Column 4 - Row 2
Column 1 - Row 3	Column 2 - Row 3	Column 3 - Row 3	Column 4- Row 3

Table as viewed in the Portal

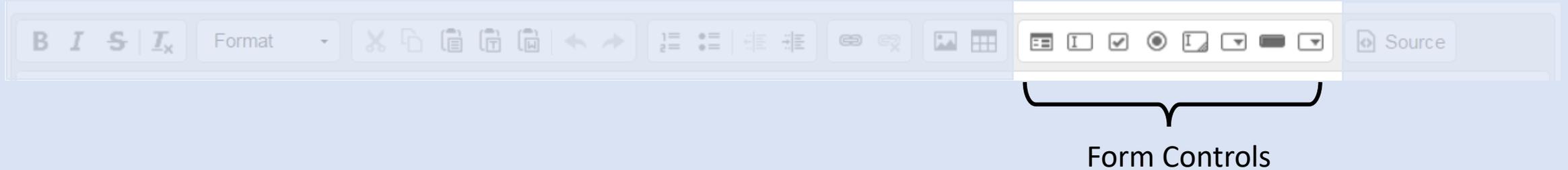
This is the Caption

Header Column 1 - Row 1	Header Column 2 Row 1	Header Column 1 -Row 1	Header Column 1- Row 1
Column 1 - Row 2	Column 2 - Row 2	Column 3 - Row 2	Column 4 - Row 2
Column 1 - Row 3	Column 2 - Row 3	Column 3 - Row 3	Column 4 - Row 3

Created by [Your Department](#)

The Page Editor: Form Controls

Tools section has shortcut buttons for basic text formatting, text editing, List making, Link, picture, and table inserting, and form building.

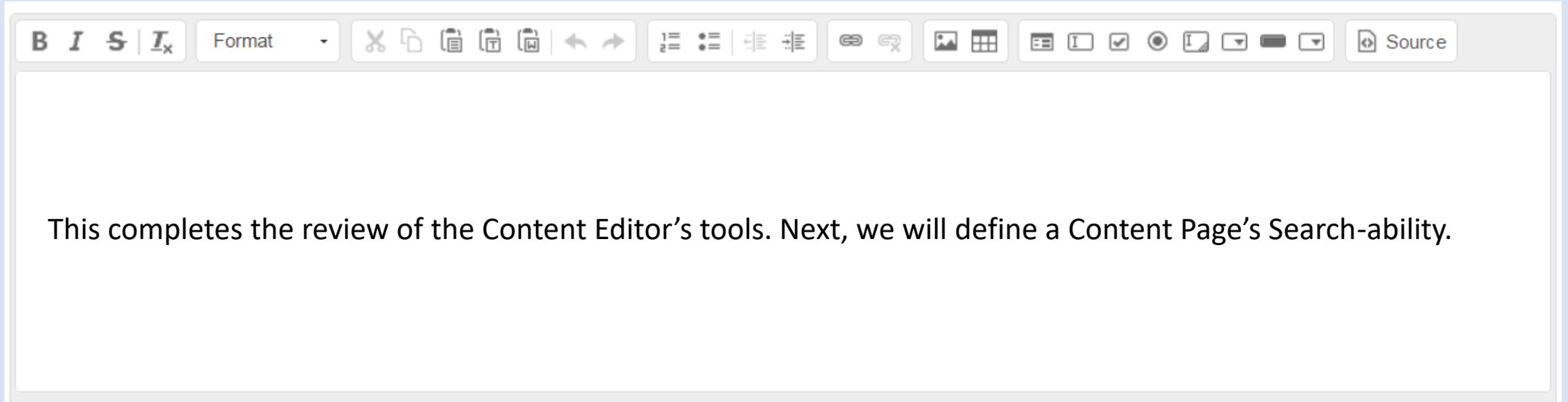


The use of these form controls to create web forms deprecated.

The Department of Enterprise Technology Innovation has a more robust set of tools to create forms.
Please contact us for all your form needs.

The Page Editor

allows for creation of a page title, selection of content type , **adding and editing of page content** and allows the page to be searchable.

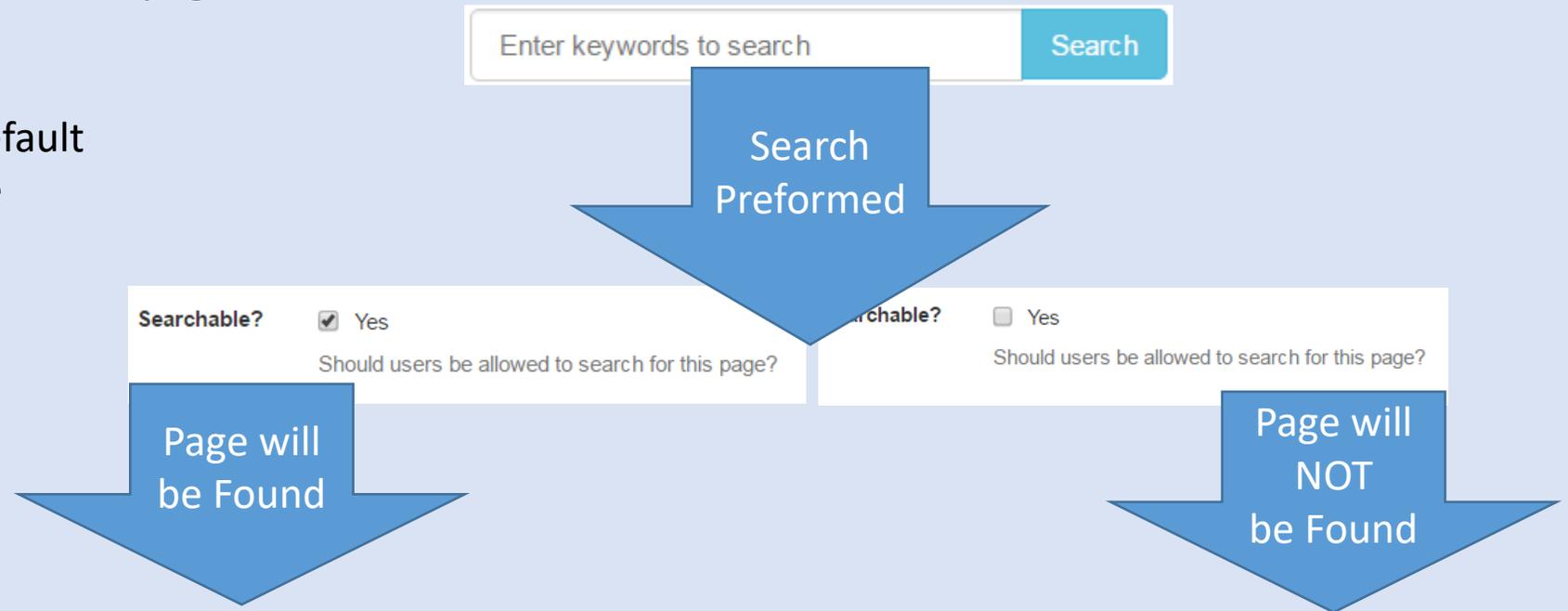


The Page Editor

allows for creation of a page title, selection of content type , adding of page content and **allows the page to be searchable**.

The Page's Search-ability means that it can or can not be found using the Portals home page search bar.

- All pages are Searchable by default
- If it is checked, it is Searchable



Choosing a Menu Location

The **Menu Location** is the place where you plan to save your Web page and have it accessible in the Portal Folder Menu.

In the Menu Location Section

- No Menu Location is selected by default
- If Content is saved with 'No menu location' it will not be available for anyone to see. In order for the content creator to access 'No menu location' they need assistance from the Department of Enterprise Technology Innovation.
- Content you create can only go where you have access to.
- You only have access to yellow folder icons displayed with radio buttons
- If you think you should have access to a location that you do not, contact the TSC

'No menu location' selected by default

This user does not have access here

Or here

This user may only save content here in 'Your Department Folder'

The screenshot shows a 'Menu Location' selection interface. It features a list of options, each with a radio button and a folder icon. The 'No menu location' option is selected by default. The 'Your Department Folder' option is highlighted with a green arrow. The 'Departments' folder is highlighted with an orange arrow. The 'Committees and Organizations' folder is highlighted with a green arrow. The 'No menu location' option is highlighted with a yellow arrow.

Menu Location	Selected
No menu location	Yes
My Account Settings	No
Board of Trustees	No
Colleges	No
Departments	No
Academic Advising	No
Academic Resource Center (ARC)	No
Accreditation and Compliance	No
Admissions	No
Alumni and Family Relations	No
Athletics	No
Bookstore	No
University Advancement	No
University Ministry	No
Welcome Center	No
Your Department Folder	No
Committees and Organizations	No
AQIP	No
Academic Assembly	No
Academic Technology Committee	No

Choosing to Restrict Viewing

The next step after creating a content page, choosing a menu location is to decide if any view restriction need to be in place for this content.

If you do nothing, this content page will be able, to be seen by any logged-in Portal user.

You have the option to restrict the viewing of this content to

- Only Members of this group
- Only Members of other groups that you are a member of
- Only to a certain USF populations of users
- Only to specific persons

Restrict viewing (You may optionally *restrict* this content to any of the people or groups below)

Add a restriction ▾

Save

Choosing to Restrict Viewing

When you apply a restriction, to only Members of this group, you will notice:

- The addition of “Your Department” name under the Restrict viewing section
 - This mean only member of this group can see this content page
- Clicking on the  will remove the restriction

Restrict viewing (You may optionally *restrict* this content to any of the people or groups below) Add a restriction ▼

 **Your Department** (Group)

Save

Choosing to Restrict Viewing

If you choose to apply any other restrictions, different dialog boxes will appear to help you, for example:

Restrict viewing to certain USF populations (like students, employees, etc)

Select	Advisors - All Advisors of Students
Select	All Teachers Academy students
Select	Alumni - All Alumni
Select	Anybody logged into the Portal
Select	Applicants - All Active Applicants
Select	Employees - All Active Administrators

Restrict viewing to members of other groups.

Select	FLIP
Select	Information Technology
Select	Network Support Services
Select	Your Department

Restrict viewing to individuals by entering their name ×

User ID

A person's User ID is the same as their network ID, and also the same as the first half of their email address. e.g., `JSmith@stfrancis.edu` would have a User ID of `JSmith`.

Saving A New Web Page

In conclusion, We have reviewed the 3 main sections and steps of creating a Portal web page by using the Page Editor, choosing a Menu Location, choosing to Restrict Viewing.

The final step in creating a Portal Web Page, is saving it!



The Portal Content Editor

A handy tutorial to creating new Portal Web Pages

Any Questions?

Please contact the Technology Support Center

techsupport@stfrancis.edu

815-768-TECH